

Invitation To Tender



Title: Brooksby Feed and Bedding Store Decontamination Solution

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1 Introduction

The Pirbright Institute (TPI) is inviting companies to tender for design of a decontamination solution for a new ACDP3/SAPO4 building. The decontamination solution is required for six Feed and Bedding Store rooms and one Animal Entry room.

Further information about Pirbright can be found at <http://www.pirbright.ac.uk/>

1.1 Document Purpose

The primary purpose of this document is to provide suppliers with the information required to tender for the works.

The full tender pack will be issued from Tuesday 1st December on receipt of the signed Non-Disclosure Agreement.

1.2 Contract Details

The notice for this contract was placed on contracts finder on the 27th November 2020 by TPI.

The appointed Contractor(s) will be required to enter into a Contract with TPI in the form set out in Appendix A.

The period of appointment shall be for the duration required by virtue of the tasks to be completed in the scope of service.

2 Contract Specification / Works Information

The contract is for a single supplier to design a decontamination system to six Feed and Bedding stores and one Animal Entry room. A full scope of services and requirements can be found in **Scope of services and supporting documents** (Appendix B). Tenderers should also refer to Supporting documents (S1-S7) which set out further relevant information in relation to the project. Tenderers should note that the requirement will be for the delivery of all the services as defined in this Invitation to Tender.

The contract will be issued as a fixed price utilising The Pirbright Institute's Standard Terms and Conditions.

3 Instructions to Tenderers

3.1 Location of Works

The works will take place at the following address:

The Pirbright Institute
Ash Road

Pirbright, Surrey
GU24 0NF

3.2 Procurement Timetable

The timetable for this tender is anticipated as below:

Tender Activity	Date
Tender Issued	27 th November 2020
Tender Information Session	7 th December 2020
Date of receipt of Tender Submissions	8 th January 2021
Evaluation of tender submissions/clarifications	11 th - 27 th January 2021
Contract award	3 rd February 2021

The Tender Information Session will be held remotely and all participants must have signed the NDA before attendance. Further information and joining instructions will be provided on receipt of a signed NDA.

The design will be used for a separate tender process for the manufacture, installation and commissioning of the decontamination solution. The organisation employed for the design may also tender for the construction, installation and commissioning phase which will form part of a separate tender.

3.3 Tender Submission Requirements

Tenderers should ensure that their Tender is submitted on company headed paper and confirm the following:

- Points of contact for tender submission
- Cost (excl VAT) to undertake and complete the works
- Statement of acceptance of The Pirbright Institute's Terms and Conditions (see appendix A)
- Statement of acceptance of ITT Confidentiality statement and conditions of tender

Tenderers should respond to the method statement questions and complete the Suitability Questionnaire (SQ).

3.4 Tender Submission and Clarifications

The TPI contact for queries and clarifications is the TPI Estates Management Services (EMS) Commercial Officer:

Holly Collen
admin-EMS@pirbright.ac.uk

If you have any queries in relation to this document and the ITT they should be made as soon as possible and in any case not later than 5pm on 14th December 2020. TPI will seek to respond to any queries raised by Applicants regarding this procurement in writing within 5 working days. All exchanges must be kept strictly confidential by Applicants, their advisers and their consultants.

Applicants have already been asked to enter into confidentiality agreements should it become appropriate to release confidential information. Where responses to enquiries provide further information or clarification in relation to the procurement, TPI will also communicate such information to other Applicants. The confidentiality of prospective proposals will be respected.

3.5 Tender Evaluation

TPI will award the Contract by applying the evaluation criteria set out in the **Evaluation Methodology** of this ITT (Appendix C) and the decision as to which tenderer will be awarded the contract will be based on the highest scoring tenderer. The overall criteria for selection will be based on Most Economically Advantageous Tender (MEAT) being a combination of cost and quality.

Interviews are not envisaged for this tender process.

3.6 Terms and Conditions

The Terms and Conditions are outlined in **The Pirbright Institute's Terms & Conditions** (Appendix A)

3.7 Conditions of Tender

1. In submitting a proposal in response to this invitation to tender tenderers do so on the conditions specified or referred to herein and on the following express conditions.
2. Tenderers should consider only the information contained within this invitation to tender, or otherwise communicated in writing to tenderers, when making their offer.
3. Information supplied by TPI is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. TPI cannot accept responsibility for any inaccurate information obtained by Tenderers.
4. Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender
5. The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
6. Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or between you agree as to the amount of any other tender to be submitted.
7. TPI shall not be liable for, or pay any direct or indirect costs howsoever incurred by any Tenderer in the preparation of their tender, or for the costs of any post-tender clarification meetings, presentations, demonstrations or by any Tenderer who fails to respond by the deadline set.

4 Insurances

Third Party Liability Insurance

Applicants are required to have in place Third Party Liability Insurance in the sum of not less than five million pounds (£5,000,000) for each and every event with the number of events unlimited. Applicants are required to have in place Employer's Liability Insurance (where applicable) in the sum of not less than one million pounds (£1,000,000) for each and every claim in respect of all customary risks. Applicants are to confirm levels of Third Party Liability Insurance and Employer's Liability Insurance in their proposals and provide details of any limitations on cover.

Professional Indemnity Insurance

Applicants are required to take out and maintain Professional Indemnity Insurance in the minimum sum of not less than one million pounds (£1,000,000) for each and every claim for the duration of the Contract and the period ending twelve (12) years following completion of the Contract. This is required in connection with any works requiring design input.

Furthermore, Applicants are to confirm the levels of their Professional Indemnity Insurance in their proposals and provide details of any limitations on cover